



NEW OUTLOOK WRITING SYSTEM

BOOK SIX

By WM. T. TURMAN, A. B.
HEAD OF DEPT. WRITING AND DRAWING
INDIANA STATE NORMAL SCHOOL

O. P. Barnes
Chicago



504
5

HOW TO TEACH BOOK SIX

The movement exercises in previous books are to be used when "warming up," before undertaking to do accurate work. The exercises in this book will promote good movement, and also aid in combining capitals. The return loop in 36 is a very important one in writing combinations.

Note these changes in this book:

Spacing between letters is wider: the "one space" letters are not so tall; the long beginning stroke is used on the "a-group," and on o; the *M* and *N* are more easily written; *B*, *C*, *E*, *L*, *P*, *R*, have a beginning connecting line, and many of the capitals are connected with other capitals or with small letters. All of these changes are needed in free and rapid movement.

Use more space in writing these copies, rather than crowding the letters and words together. This gives better movement and is more easily read. Look after the pupils' positions.

Copy 12. 1 begins horizontal and has a great deal of curve. Keep pen on paper. 2 is an abrupt turn. Down stroke of *t* straight, slightly shaded, and retraces 1 more than half way to base. Cross line often looks well when made long, the longer part to the right of crossing.



Copies 14, 34, 42. Rule for tops of letters, three lines, and one for *g*, *j*, etc., below base line. Last part of copy 14, and all of copies 34 and 42, show number of strokes to use. See Manuals V and VIII.

Copy 20. The first line of these three letters may be made slightly straighter than others of the "l-group." This places the crossing higher and prevents the crowded appearance at the lower part of the letter.

Copy 21. Change of style of figure *two* in second and last groups. Rapid. Easy.

Copies 25 and 26. Good practice. Names should always be legibly written.

Copy 34 is curved; beginning horizontal. 2, the turn to be written carefully. Long stroke bends slightly toward the right above the base line. Some finger movement helpful. Always close lower loop.

Copy 33. *B*, *D*, *G*, *J*, *U*—at right, top line, show the number of strokes to be used and how to draw the base of *B* and *D* horizontal. Notice variations in forms of some capitals.

Copy 41. To place a word or line accurately within a given space; letter the work on another sheet of paper; blacken the back of the paper with a soft pencil; cut off the paper close to the ends of the work; make ruled base lines of both papers coincide, and make tracing.

Errors of spacing in the first work may be corrected by moving the paper to right or left. Correct tracing, and "ink in."

When thin paper is used a tracing may be made by placing both papers against a pane of glass at a window. See Manuals V and VII.

The New Outlook Practice Book should be used by the pupil in the preparation of each lesson.

Copyright, 1912, by O. P. Barnes.

Mr. Courtesy writes his letters so
 that they are always readable.
 Mr. Courtesy writes his letters so
 that they are always readable.
 Mr. Courtesy writes his letters so
 that they are always ~~better~~ ~~so~~.
 Mr. Courtesy writes his letters so.
 that they are always readable.

CCCCCCCCCCCC
 CCCCCCCCCC
 CCCCCCCCCC
 CCCCCCCCCC
 CCCCCCCCCC
 CCCCCCCCCC
 CCCCCCCCCC

Answer promptly all business letters that require a reply. Dr.

Answer promptly all business letters that require a reply. Dr.

A answer promptly all business letters that require a reply. Dr.

Answer promptly all business letters that require a reply. Dr

Handwriting practice for the number 2. The page shows seven rows of the digit '2' written in cursive on lined paper. The first row is a tracing exercise with a dashed '2' at the beginning. The subsequent rows show independent practice, with the number of '2's per row decreasing from 14 to 10. The final row includes some corrections and a small '11' written below the first two '2's.

Business letters should always
Business letters should always
be clear and concise. Cr. always
Business letters should always
be clear and concise. Cr. always
Business letters should always
be clear and concise. Cr. always
Business letters should always
be clear and concise. Cr. always
be clear and concise. Cr.

[illegible]

How will this letter look to me,
or to others, in future years?
How will this letter look to me,
or to others, in future years?
How will this letter look to me,
or to others, in future years?
How will this letter look to me,
or to others, in future years?

[illegible]

The period is omitted after such abbreviations as: c/o, a/c, f, @, & q/o.

The period is omitted after such abbreviations as: *cf.*, *op.*, *&*, *@*, *&*, *o/o*.

The period is omitted after such abbreviations as: $\text{C}\$ \frac{1}{2}\text{c}$, $\text{P}\text{@} 7\%$

Therapist is on the 10th of such
aberrations: 90% of 2%.

r r r r w w w w v v v v x x x x x

rrrr wwww vvvv xxxxx

N.R.N w wurst wort xxx

rrrr w wwww rrrr xxxxx

r rrr w www v vv x x x x

rrrrr w wwww rrrrr x x x x x

rrr w w w w w rrr x x x x

My dear Cousin,

~~My dear Cousin, May I expect you~~

~~My dear Cousin,~~

May I expect you

My dear Cousin,

May I expect you

Roll-owl-Eve-rett-Damn-stan

abcdefghijklmnopqrstuvwxyz·abehkmopr uvwxyz qdn

abcdefghijklmnopqrstuvwxyz·abehkmopr uvwxyz qdn

abcdefghijklmnopqrstuvwxyz·abehkmopr uvwxyz qdn

abcdefghijklmnopqrstuvwxyz·abehkmopr uvwxyz qdn

abcdefghijklmnopqrstuvwxyz·abehkmopr uvwxyz qdn

abcdefghijklmnopqrstuvwxyz·abehkmopr uvwxyz qdn

abcdefghijklmnopqrstuvwxyz·abehkmopr uvwxyz qdn

Dear Sir, Your letter of the 12th
 inst. is received, and we are of
 Dear Sir Your letter of the 12th
 inst. is received, and we are of
 Dear Sir Your letter of the 12th
 inst. is received and we are of
 Dear Sir, Your letter of the 12th
 inst. is received and we are of

minimum
 minimum
 minimum
 minimum
 minimum
 minimum
 minimum

Dear Madam, Please accept my
thanks for your kind invitation

Dear Madam, Please accept my
thanks for your kind invitation

Dear Madam, Please accept my
thanks for your kind invitation

Dear Madam Please accept my
thanks for your kind invitation

h hh b bb k kk book habit

h hh b bb k kk book habit

h hh b bb k kk book habit

h hh b bb k kk book habit

h hh b bb k kk book habit

h hh b bb k kk book habit

h hh b bb k kk book habit

VI-22

[illegible]

7 1 8 7 2 7 6

30



Sold E.K. Thomas & Co. for cash 123
Sold E.K. Thomas⁵⁴³& Co. for cash 123
Sold E.K. Thomas & Co. for cash 123
Sold E.K. Thomas & Co. for cash 123
Sold E.K. Thomas & Co. for cash 123
Sold E.K. Thomas & Co. for cash 123
Sold E.K. Thomas & Co. for cash 123

Dear friend James,

Dear friend, Please come over

Dear friend James,

Please come over

Dear friend James,

Please come over

Dear friend James,

Please come over

CCCCCCCC CCCCCCCCCCCCCC

CCCCCCCC CCCCCCCCCCCCCC

my finger hurt

S.L. Emerson. J.P. Rollins. D.R. Allen.

~~S.L. Emerson. J.P. Rollins. D.R. Allen.~~

S.L. Emerson. J.P. Rollins. D.R. Allen.

~~S.L. Emerson. J.P. Rollins. D.R. Allen.~~

S.L. Emerson. J.P. Rollins. D.R. Allen.

S.L. Emerson. J.P. Rollins. D.R. Allen.

~~S.L. Emerson. J.P. Rollins. D.R. Allen.~~

S.L. Emerson. J.P. Rollins. D.R. Allen.

VI-26

O.C. Ellis. Z.C. Pearson. O.L. Gould. D.L.

O.C. Ellis. Z.C. Pearson. O.L. Gould. D.L.

O.C. Ellis. Z.C. Pearson. O.L. Gould. D.L.

O.C. Ellis. Z.C. Pearson. O.L. Gould. D.L.

O.C. Ellis. Z.C. Pearson. O.L. Gould. D.L.

O.C. Ellis. Z.C. Pearson. O.L. Gould. D.L.

O.C. Ellis. Z.C. Pearson. O.L. Gould. D.L.

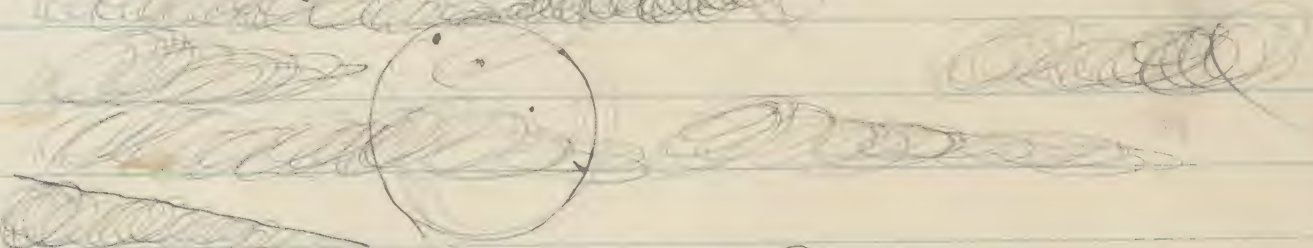
[illegible]

minimal

s ss suns miss p pp uppers
s ss suns miss p pp uppers
s ss suns miss p pp uppers
s ss suns miss p pp uppers
ss suns miss ppp upper
ss suns miss p pp upper
ss suns miss p pp uppers

S SSS SUNS MISS P PP UPPERS

n. y., n. f., n. c., n. m., n. h., n. d.
 n. y., n. f., n. c., n. m., n. h., n. d.
 n. y., n. f., n. c., n. m., n. h., n. d.
 n. y., n. f., ~~n. c., n. m., n. h., n. d.~~

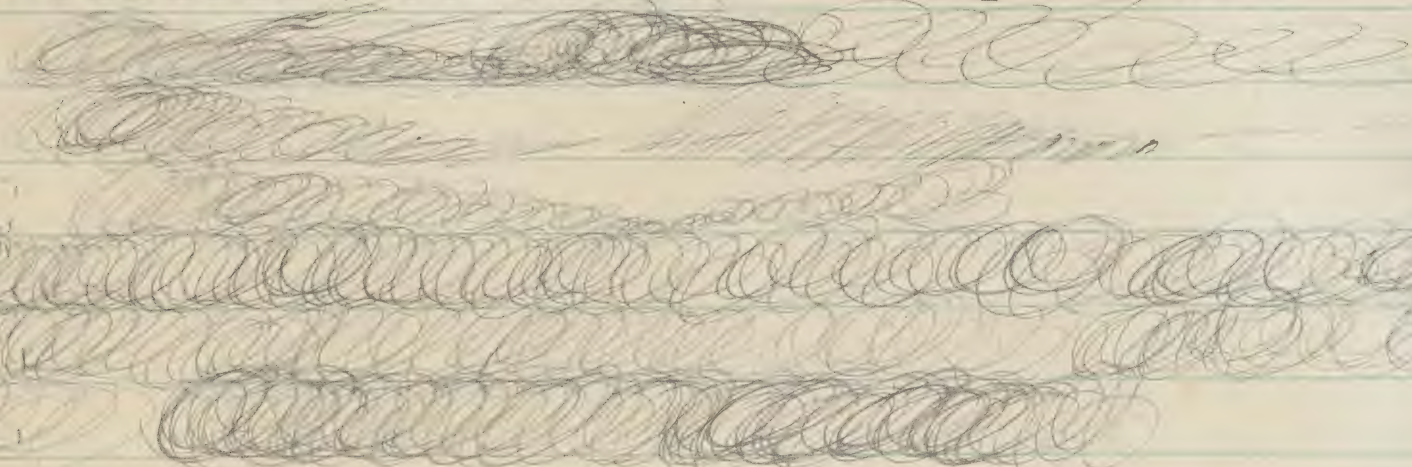


(n. y. n. c. n. m.)

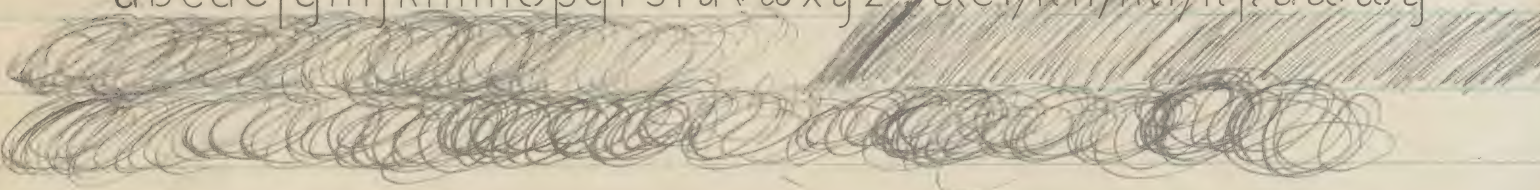
1 fffffff life fluff fulfills

ABCDEFGHIJKLMNOPQRSTUVWXYZ & D B G J U

A B L □ □ □ □ □ 1 2 3 3 4 5 6 7 8 8 6 9 9 0 0 □ □ P R 5 U & & ! ?



abcdefghijklmnopqrstuvwxyz + æ h k m n o p r u w x y



Algonquin Seminole Pueblo Sioux
 Algonquin Seminole Pueblo Sioux
 Algonquin Seminole Pueblo Sioux
 Algonquin

S S S S S S S S S S

SEEST THOU A MAN DILIGENT IN HIS BUSINESS?
HE SHALL STAND BEFORE KINGS. PROVERBS, XXII.

SEEST THOU A MAN DILIGENT IN

SESH

1878

~~7589~~

The borrower is servant to the lender Bible

20

1878

Treat all with respect, confide in few, wrong no man. Good will.
Treat all with respect, confide in few, wrong no man. Good will.

Handwritten practice of the cursive letter 'e' on lined paper. The first row contains 15 'e's, each with a small arrow indicating the starting point and direction of the stroke. The second row contains 5 'e's, also with arrows, followed by a large, stylized flourish.

If you would have your business done, go; if not, send.

aaaaa ooooo mmmmmmm

aaaaa ooooo mmmmmmm

aaaaa ooooo mmmmmmm

~~aaaaa ooooo mmmmmmm~~

aaaaa ooooo mmmmmmm

aaaaa ooooo mmmmmmm

oooooooooooooooooooooooo

aaaaa ooooo mmmmmmm

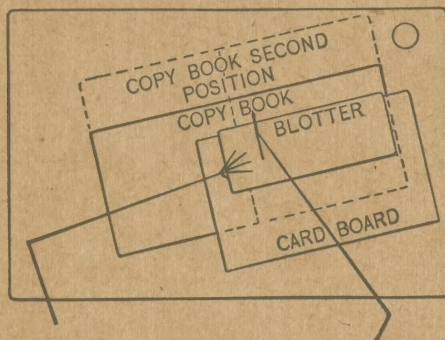
oooooooooooo ooooooooooooo

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

GENERAL DIRECTIONS

Materials—Penholder large size; ink black; and paper with smooth surface. Use a large blotter, as shown in cut. It provides the very best surface for the hand to rest upon, and protects the paper. A large cardboard is a help when using the copy book. It keeps the book flat and is an aid when writing near the edges. See cut.

Position—Good position is of the utmost importance in learning to write. Sit back in the seat.



Incline the body forward, but do not lean against the desk. Feet on the floor under the desk, in a restful but sustaining position.

Penholding—The penholder is held between the thumb and second finger—both slightly underneath—and is kept in this position by the forefinger pressing it downward into the angle thus formed. The right hand is turned over toward the left far enough to keep the right side from becoming a place of support. Bend the third and fourth fingers back under

the hand so that the tips of the nails rest upon the blotter. Wrist must not touch the blotter. The left hand *holds* the end of the blotter and adjusts it and the paper. The right forearm rests upon the muscular part in front of the elbow, which is just off the edge of the desk, and forms nearly a right angle with the ruling. Move the paper to the left after writing a few words, and thus keep good position. Left forearm is on the desk.

Movement—When the forearm rests on the desk and the thumb and fingers merely grasp the holder and the third and fourth fingers act as a moving point of support, the movement is variously termed “muscular,” “forearm,” and “arm rest.” The use of the fingers in helping form some of the small letters with “forearm” movement is called “combined” movement, and is the best. The capitals should be written with swinging continuous movements, while the small letters should be executed with quick strokes, and with a slight pause at the turns. All movements in writing should be fast enough to make smooth lines, but not so fast as to lose control.

Class Drill—Exercises for class drills should be “counted.” Count for the downward stroke if the movement is fast; on both up and down strokes when slow. A sounding board or box on which to write with a nail or key, is better than counting, as it gives to the ear the exact emphasis and time. A splendid practice is to write “in the air,” and also to write with a dry pen.

THE NEW OUTLOOK PRACTICE BOOK RETAILS AT THE SAME PRICE AS THE WRITING BOOK,
AND MAY BE ORDERED FROM ANY DEALER.



With mingled sound of horns and bells,
Afar-heard clang, the wild geese fly,
Storm-sent from arctic moors and fells,
Like a great arrow through the sky,
Two dusky lines converged in one,
Chasing the southward-flying sun.

John Greenleaf Whittier